

Getting Started with Kronos

A Guide for Non-Facility
MANAGERS

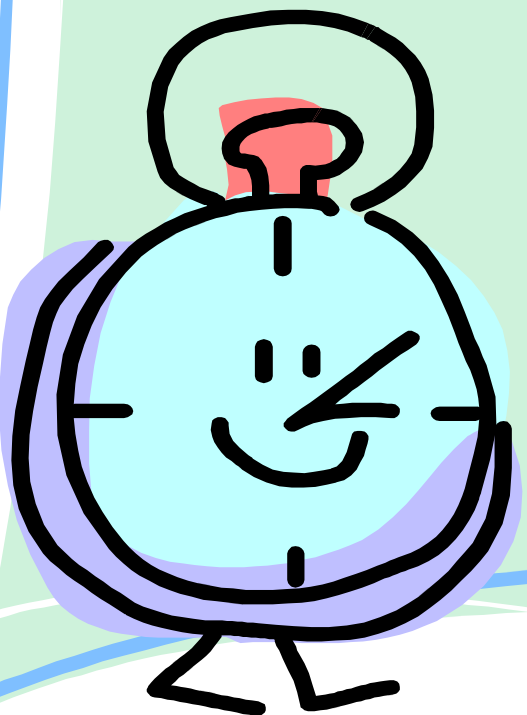


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Overview of Kronos iSeries Manager

Kronos iSeries Manager is a web-based application that allows you to effectively and easily manage your employee's time records in a "one-click" environment. You will be able to review, edit, approve and reject employee time records as well as create, view and print reports. Additionally, you will be able to easily see current accrual information on your employees. Your payroll contact will also be able to review, edit, reject and approve the records.

This document provides you with features and most common tasks you will use with the Manager Module.

The options and features available to you depend on what has been selected by your management and system administrator. The display is customized according to DHHS business needs, attendance policies and your access profiles.

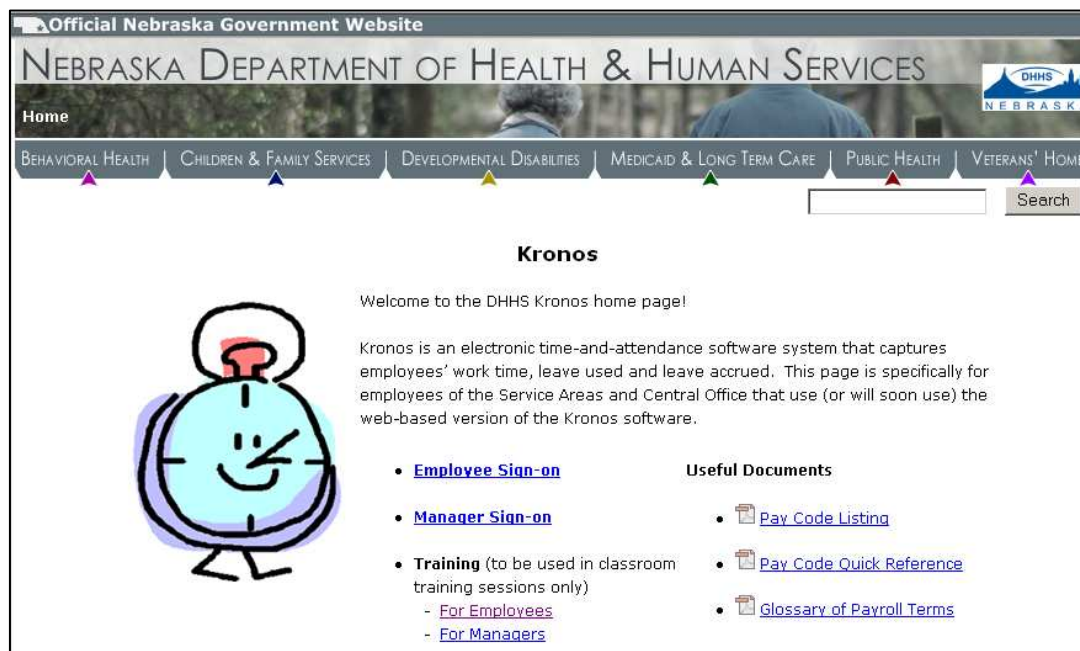
Logging Into Kronos

1. Starting Kronos is as simple as clicking on the Web-Based Kronos icon on your desktop.



If you are not in your office, you can access Kronos from any computer with internet access by typing the following web address: www.dhhs.ne.gov/kronos

Result: The DHHS Kronos home page will display. The main body of the Kronos home page will give you important messages and tips and tricks. There are also links under the Useful Documents section to the training manual and other reference materials.



2. Select **Manager Sign-on**

Result: A User ID Selection Screen will display.

User-ID Selection DHHS Services Areas

Close Window

ID: 122946

PIN: ●●●●●●●●

(if required)

Sign In

3. Type your ID (this will be your NIS employee ID number – please contact HR if you do not know this number).
4. If this is your first time logging on, enter your NIS number in the PIN field as well.
5. If this is not your first time logging on, enter your previously selected PIN.
6. Click **Sign In** (or press Enter on your keyboard).

Result: The *Hours Summary Genie View* is displayed.

Time Limit

Once you have signed on, the system monitors your session for activity. If after 30 minutes, Kronos detects no activity, such as saving data or navigating to another program, the system logs you off automatically. After this "time out," the system will return you to the logon screen when you next attempt an operation. You will lose any unsaved data.

Changing Your PIN (password)

You can change your PIN at any time by clicking the Change PIN link at the top of the Kronos navigation bar. For security purposes, you are encouraged to click on the Change PIN link after you sign on for the 1st time and select a new PIN.

When the Change PIN dialog box opens, your user ID appears automatically.

Note: For security reasons, the Change PIN box will open automatically when you first log on to Manager. You must select your PIN before using Manager. PINS are 6-10 characters, can be numeric (or) alpha/numeric. Some symbols will work. **Passwords will expire every 90 days which is consistent with NIS. Kronos will give warnings starting 1 week before the PIN expires. If the PIN has expired, Kronos will require you to pick a new PIN. Any time the Change PIN option is selected, this will start a new 90-day time frame.**

To change your PIN:

1. Enter your current PIN.
2. Enter your new PIN in the New PIN field.
3. Confirm your new PIN in the Verify New PIN field.
4. Click **Change**.

Result: Your New PIN has been set.

Change PIN DHHS Services Areas (Dev)

Cancel

ID: 654

Current PIN:

New PIN:

Verify New PIN:

Change

Understanding the Display

The Kronos window consists of three sections.

- Browser toolbar, menu, and address bar - all across the top
- Kronos navigation bar - along the left side
- Workspace - main area in which all tasks are performed

The Kronos **navigation bar** contains a **LOG OFF** option in addition to other views, reports and history information.

Browser toolbar and menu

Header

KRONOS navigation bar

Workspace

Name	Employee #	BASE HOURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON-CALL	TOTAL REG HOURS	APPROVAL
DEVIL, TASMANIAN	159	28.00	28.00	.00	.00	.00	56.00	0
BUNNY, BUGS	654	76.00	4.00	.00	2.00	.00	80.00	2
DUCK, DAFFY	987	.00	.00	.00	.00	.00	.00	0

Within the workspace is information that contains:

- Name of the Genie (customized view) you are viewing
- List of your staff and the break down of their hours (base vs. leave)
- Number of Names per Page
- Link to the online Help
- System messages, such as error messages or approval notices

The workspace also includes such controls as drop-down lists, buttons, and cells for entering information.

Genie Views

Genies are customized views that have been created for the most common views you would use in Kronos.


All these views are sorted alphabetically by default. However, these sort options can be changed on each of the genie views by simply clicking on a column heading. The view will change based on the heading you selected.

Hours Summary View

The Hours Summary View displays by default for managers. This view displays a list of all staff you have access to based on your Security Profile. This list is alphabetical.

If a supervisor/manager is going to be assigned to temporarily supervise a group of staff (example: position vacancy, extended medical leave, etc.), HR will give the manager access to the employees they need to temporarily approve time for. The assignment will need to be a lateral position or higher.

The approval process for staff time records will typically be done from this view.

 Log Off WBROTHERS Change PIN - Favorites Refresh Accruals HOURS SUMMARY + Reports & Inquires + History	Genie View DHHS Services Areas (Dev) ? Genie: HOURS SUMMARY Hypo find: ALL STAFF Times Per Page: 20								
	Select Actions Options Reports								
	Name	Employee #	BASE HOURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON-CALL	TOTAL REG HOURS	APPROVAL
	DEVIL, TASMANIAN	159	28.00	28.00	.00	.00	.00	56.00	0
	BUNNY, BUGS	654	76.00	4.00	.00	2.00	.00	80.00	2
	DUCK, DAFFY	987	.00	.00	.00	.00	.00	.00	0

Name: Shows the name of the employee the detail on this line applies to

Employee Number: Shows the employee ID number (NIS number).

Base Hours Worked: Shows the number of base hours worked by the employee in this pay period.

Paid Leave Hours: Shows the number of paid leave hours taken by the employee in this pay period such as VAC, SICK, BLE, etc.

Unpaid LV Hours: Shows the number of unpaid leave hours the employee is taking in this pay period such as LWOP or FMLA.

Overtime/Holiday Worked: Shows the total number of overtime/holiday hours worked by the employee in this pay period that are being paid at time and one-half.

Shift Diff/On Call: Shows the number of shift differential/on call hours worked by the employee in this pay period.

Total Reg Hours: Shows the total number of base hours worked, paid leave hours and unpaid leave hours. **THIS TOTAL SHOULD EQUAL 80 HOURS for full-time employees.**

Approval: Shows the level of approval for the time record(s) - (0=unapproved; 1=Employee approved; 2=Supervisor/Manager approved; 3=HR approved).


Accruals View List (all staff)

This view displays a list of staff and their available accrual balances for sick leave, vacation leave and comp time. These are available balances and do not include time earned during the current pay period - (Carried Forward + Hours Eligible - Hours Taken = Available Balance).

Supervisors/managers should be checking accruals to make sure staff have an adequate balance before approving leave requests.

1. Select **Accruals** from the Navigation bar.

Result: A list of staff and their available balances will display



Log Off WBROTHERS

Change PIN

- Favorites

Refresh

Accruals

HOURS SUMMARY

Genie View

DHHS Services Areas (Dev)

Genie: ACCRUALS

Hyperfind: ALL STAFF

Names Per Page: 20

Cancel

Select

Actions

Options

Reports

Name	EMPLOYEE NUMBER 1A	SICK LV BALANCE	VACATION LV BALANCE	COMP TIME BALANCE
DEVIL, TASMANIAN	159	769.46	262.46	.00
BUNNY, BUGS	654	408.62	127.70	.00
DUCK, DAFFY	987	78.87	71.87	.00

Accruals View Detail (by employee)

The details of each employee's accrued leave such as the amount carried forward, eligible amount accrued and the hours taken for each pay period can also be viewed using the following instruction.

1. From the Accruals or Hours Summary View, select the employee you want to view details for. (This example is from the Accruals View).
2. Select the **Actions Menu**, select **Accruals**

Genie View		DHHS Services Areas (Dev)				<div>?</div>	
		Genie: ACCRUALS					
		Hyperfind: ALL STAFF				Names Per Page: <div>20</div>	
Cancel		Select	Actions	Options	Reports		
Name		Time Editor Accruals Transfer Approve Selected Approve All	E NUMBER 1^	SICK LV BALANCE	VACATION LV BALANCE	COMP TIME BALANCE	
DEVIL, TASMANIAN			159	769.46	262.46	.00	
BUNNY, BUGS			654	408.62	127.70	.00	
DUCK, DAFFY			987	78.87	71.87	.00	

Result: Details of accruals earned and taken will appear. Each type of leave (SICK, VAC & COMP) will appear on a separate line. This is the same information that the employees see in their Accruals View.

Note: The header will include such information as Hire Date, Supervisor, Job Code, etc.

Accruals		DHHS Services Areas (Dev)						?
Show Balances As Of: <input type="text"/>		Go	Employee # : 654 BUNNY, BUGS					
		Badge: 654						
Cancel		Show Calendar						
Hire Date: 8/08/98		Pay Type: H		Bus Unit: 25123456		IVRProfile: EMPLOYEE		
Seniority Date: 0/00/00		Sec Bus Un: S001234567		Subsidiary:		Bargaining: A		
Status: 0		Supervisor: 123456		Job Code: A19211				
Pay Code	Accrued Ineligible	Carried Forward	Accrued Eligible	Hours Taken	Remaining Balance	Balance As Of	Tier	
SICK	.00	400.00	8.62	.00	408.62	5/29/08	2	
VAC	.00	120.00	19.70	8.00	131.70	5/29/08	5	

3. Selecting **Cancel** will return you to the *All Staff Accruals* view (or) the *Hours Summary* view depending on where you started from. **NOTE:** Do not use the internet explorer back button to navigate in Kronos as it will cause errors. Always use the **Cancel** button to navigate.

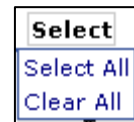
Genie View Functions

These functions will display on each of the three genie views – Hours Summary View, Accruals View List and Accruals View Detail.

Genie View		DHHS Services Areas (Dev)		
		Genie: HOURS SUMMARY		
		Hyperfind: ALL STAFF		
		Select	Actions	Options
Name	Employee #	BASE HOURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS
DEVIL, TASMANIAN	159	28.00	28.00	.00
BUNNY, BUGS	654	76.00	4.00	.00
DUCK, DAFFY	987	.00	.00	.00

Select

Provides options to [Select All](#) (highlight) or [Clear All](#) employees



Actions

Provides a selection of actions you can perform ([Time Editor](#) - takes you to the time card for selected employee(s), [Accruals](#) - displays a list of earned, used and available balances for selected employee(s), [Transfer](#) (not using), [Approve Selected](#) - approves only employee(s) records selected, [Approve All](#) - approves all employees records without selecting records individually)



Options

Provides a selection of functions you can perform ([Restore](#) (not using), [Store](#) (not using), [Hyperfind](#) (has been pre-determined by HR, [Print](#))



Reports

Takes you to a Report Queue and displays a listing of reports you have submitted (reports are submitted through a different menu).

Time Editor Function Entries

These functions allow you to perform necessary tasks related to reviewing and approving your employee(s) time card(s).

Time Editor		DHHS Services Areas (Dev)									
Position to Date: <input type="text"/> <input type="button" value="Go"/>		Employee # : 654 BUNNY, BUGS									
View is open		Badge: 654									
Pay Period: 4/12/08 - 4/25/08											
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Select"/> <input type="button" value="Actions"/> <input type="button" value="View"/> <input type="button" value="Punch"/> <input type="button" value="Options"/> <input type="button" value="Next"/>											
Day	In Date	Actual In Time	Actual Out Time	Punch Hours	Sch Hrs	Pay Code	Ap	Shift	Labor Levels	Notes	
Mon	4/14/08			8.00			2	1	S001234567.123456.25	Y C	
Tue	4/15/08			8.00			2	1	S001234567.123456.25	Y	
Wed	4/16/08			8.00			2	1	S001234567.123456.25	Y	
Thu	4/17/08			8.00			2	1	S001234567.123456.25	Y	
Fri	4/18/08			10.00			0	1	S001234567.123456.25	Y	

Save

Saves data entered and/or changed.

Cancel

Exits the timecard. Data entered or changed that has not been saved will be lost. **NOTE:** Do not use the internet explorer back button to navigate in Kronos as it will cause errors. Always use the **Cancel** button to navigate.

Select

Provides options to **Select All** (highlight) records for bulk operations such as approving or deleting or **Clear All** records.

Select
Select All
Clear All

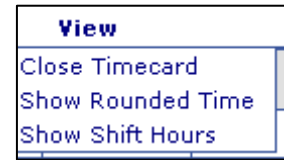
Actions

Provides options to **Edit** time records, **Delete** an entire time record, **Breakdown** is used to see behind the scenes pay codes such as overtime or shift differential on an individual time record, and **Approve** time records once you have verified the accuracy of the record.

Actions
Edit
Delete
Breakdown
Approve

View

[Close Timecard/Open Timecard](#) toggles the display. Close Timecard disables the timecard for making changes. Open Timecard enables the timecard for editing. [Show Rounded Time/Actual Time](#) (only for employees who clock in/out) toggles the display between the rounded punch times and the actual punch times. If an employee clocks in at 8:07 and out at 11:53 the Actual Time view shows these exact times. The show rounded time will change the clock time to 8:00 and 12:00. However, managers will still be able to see the employee clocked in 7 minutes late and left 7 minutes early. [Show Shift Hours/Punch Hours](#) toggles the display between Shift hours and Punch hours (Punch hours are total hours broken down – such as 4 hrs. VAC and 4 hours BAS. Shift hours are total hours for one day).



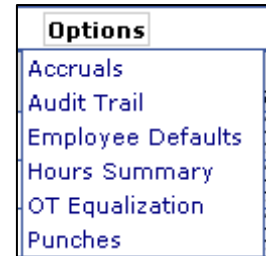
Punch

[Add Span](#) adds a complete time record or transaction such as adding 8 hours of SL for an employee. [Insert Punch](#) adds a single In, Out, or Transfer punch and realigns punches that follow (only for managers who have employees clocking in and out). [Delete Punch](#) deletes a single punch and realigns any punches that follow (only for managers who have employees clocking in and out).



Options

[Accruals](#) displays the employee's accrual information. [Audit Trail](#) tracks every change made on the employee's time card. It will display who made the change, what the change was and when it was made (date/time). [Employee Defaults](#) displays a window showing the default code assignments from the *Employee Master File*. [Hours Summary](#) displays a report based on labor levels/pay codes/hours. [OT Equalization](#) (not using). [Punches](#) displays all punches received from the time clocks or iSeries terminals (only for employees clocking in & out).



Next

Displays the next page of records if there is a next page.

Time Records

Viewing & Verifying an Employee's Time Records

Before approving a staff's time records, it will be necessary to first view and verify the records. Supervisors are responsible for viewing each employee's timecard every pay period and verifying that it is correct. Overtime should be reviewed and leave usage should be compared to the approved leave requests to ensure accuracy. Please see Appendix B for additional responsibilities.

1. From the *Genie* View highlight the staff member to view time records for.
2. Select the **Actions Menu**, Select **Time Editor**.

Genie View		DHHS Services Areas (Dev)						
		Genie: HOURS SUMMARY						
		Hyperfind: ALL STAFF						
		Names Per Page: 20						
Cancel	Select	Actions	Options	Reports				
Name	Employ #	Time Editor Accruals Transfer	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON- CALL	TOTAL REG HOURS	APPROVAL
DEVIL, TASMANIAN		Approve Selected	00 28.00	.00	.00	.00	56.00	0
BUNNY, BUGS		Approve All	00 4.00	.00	2.00	.00	80.00	2
DUCK, DAFFY	987		.00	.00	.00	.00	.00	0

Result: The *Employee Time Card* screen will display

Note: To view and verify records for all employees, click on **Select**, **Select All** and then **Actions, Time Editor**. This will allow you to navigate through all your employee time cards.

Note: If an employee has OT, the Punch Hours will appear in **red** at the point the OT is being calculated. This could typically be on Friday.

Note: Selecting **Next** will display the next page of records for the current time period if there are any additional records.

Time Editor		DHHS Services Areas (Dev)									
Position to Date: <input type="text"/> Go		Employee # : 159 DEVIL, TASMANIAN									
View is open		Badge: 159									
		Pay Period: 4/12/08 - 4/25/08									
Save	Cancel	Select	Actions	View	Punch	Options	Next				
Day	In Date	Actual In Time	Actual Out Time	Punch Hours	Sch Hrs	Pay Code	Ap	Shift	Labor Levels	Notes	
Mon	4/14/08	0:00		8.00		SICK	2	1	S001234567.123456.25		
Tue	4/15/08	0:00		8.00		VAC	2	1	S001234567.123456.25		
Wed	4/16/08			8.00			0	1	S001234567.123456.25	Y	
Thu	4/17/08			8.00			0	1	S001234567.123456.25	Y	
Fri	4/18/08			8.00			0	1	S001234567.123456.25	Y	
Mon	4/21/08			4.00			0	1	S001234567.123456.25	Y	
Mon	4/21/08	0:00		4.00		VAC	0	1	S001234567.123456.25		
Tue	4/22/08	0:00		4.00		VAC	0	1	S001234567.123456.25		
Tue	4/22/08	0:00		4.00		SICK	0	1	S001234567.123456.25		

3. If any changes were made, select **Save** to save the changes. Then select **Cancel** to return to the previous window. **NOTE:** Do not use the internet explorer back button to navigate in Kronos as it will cause errors. Always use the **Cancel** button to navigate.

Viewing Time Record Comments

Functionality is available for employees to add comments to their time records. Example: documenting why overtime was worked, if they are requesting COMP TIME OR PAID TIME for OT, reason for sick leave etc.

1. From the *Genie View*, double-click on the employee's name.

Genie View		DHHS Services Areas (Dev)							?
		Genie: HOURS SUMMARY							
		Hyperfind: ALL STAFF							Names Per Page: 20
Cancel	Select	Actions	Options	Reports					
Name	Employee #	BASE HOURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON-CALL	TOTAL REG HOURS	APPROVAL	
DEVIL, TASMANIAN	159	28.00	12.00	.00	.00	.00	40.00	2	
FUDD, ELMER	321	40.00	.00	.00	1.00	41.00	40.00	0	
BUNNY, BUGS	654	76.00	4.00	.00	2.00	.00	80.00	0	
DUCK, DAFFY	987	.00	.00	.00	.00	.00	.00	0	

Result: The *Employee Time Card* screen will display. A letter **C** in the Notes column indicates the employee has added comments to their time record.

2. Select the time record that has comments added
3. Select the **Actions** Menu, **Edit** option (or) double-click on the applicable time record.

Time Editor		DHHS Services Areas (Dev)										?			
Position to Date: <input type="text"/> <input type="button" value="Go"/>		Employee # : 654 BUNNY, BUGS													
View is open		Badge: 654										Pay Period: 4/12/08 - 4/25/08			
Save		Cancel		Select		Actions		View		Punch		Options			
Day	In Date	Actual In Time	Edit Delete Breakdown Approve		Punch Hours	Sch Hrs	Pay Code	Ap	Shift	Labor Levels		Notes			
Mon	4/14/08	<input type="text"/>			8.00		SICK	0	1	S001234567.123456.2		Y C			
Tue	4/15/08	<input type="text"/>			8.00			0	1	S001234567.123456.2		Y			

Result: The *Time Card* screen for that particular date/time record appears with the comments listed.

Time Editor		DHHS Services Areas (Dev)							?			
		Employee # : 654 BUNNY, BUGS										
		Badge: 654							Pay Period: 4/12/08 - 4/25/08			
Save	Cancel											
Hours Type	Clock In Date	Clock In Time	Clock Out Date	Clock Out Time	Total Hours	Pay Code	Daily Rule	Meal/ Break				
Actual:	4/14/08	0:00	4/14/08	8:00	8.00	SICK	420					
Rounded:		0:00		8:00								
Scheduled:												
Shift: 1		Force New Shift: <input type="text"/>		Auto Deduct: .00								
Sec Bus Un: S001234567		Supervisor: 123456		Cancel: Cancel All								
Bus Unit: 25123456		Subsidiary: <input type="text"/>		Override: Time record is a "time transaction"								
Job Code: A19211		IVRProfile: EMPLOYEE										
Bargaining: A		Comments: TOOK DAUGHTER TO DENTAL APPOINTMENT										
Attendance Codes: 1. <input type="text"/>		2. <input type="text"/>		3. <input type="text"/>		4. <input type="text"/>						

4. Select **Cancel** to exit the screen.

Adding an Employee Time Record

Occasionally it may become necessary to add a time record to an employee's time card. (Example: If an employee is on extended leave due to surgery, the supervisor can add the employee's sick leave since the employee is unavailable to enter their leave.) Supervisors should only add time records for an employee if they are unable to do it. Otherwise, it is the employee's responsibility to enter and approve their time.

Adding Leave Time

1. From the *Genie View* highlight the staff member to view time records for.
2. Select the **Actions Menu**, Select **Time Editor**.

Genie View									
DHHS Services Areas (Dev)									
Genie: HOURS SUMMARY									
Hyperfind: ALL STAFF									
Names Per Page: 20									
Cancel	Select	Actions	Options	Reports					
Name	Employ #			PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON-CALL	TOTAL REG HOURS	APPROVAL
DEVIL, TASMANIAN		Time Editor Accruals Transfer		28.00	.00	.00	.00	56.00	0
BUNNY, BUGS		Approve Selected		4.00	.00	2.00	.00	80.00	2
DUCK, DAFFY	987	Approve All	.00	.00	.00	.00	.00	.00	0

Result: The *Employee Time Card* screen will display

Note: Double-clicking on an employee will also display the *Employee Time Card* screen.

Select **Punch, Add Span**

Time Editor									
DHHS Services Areas (Dev)									
Position to Date: <input type="text"/> Go				Employee # : 654 BUNNY, BUGS					
View is open				Badge: 654					
Save	Cancel	Select	Actions	View	Punch	Options			
Day	In Date	Actual In Time	Actual Out Time	Punch Hours	Add Span Insert Punch Delete Punch		Pay Code		
Mon	4/14/08			8.00					
Tue	4/15/08			8.00					
Wed	4/16/08			8.00					

Result: The *Add/Change Punch* screen displays.

Save		Cancel							
Hours Type	Clock In Date	Clock In Time	Clock Out Date	Clock Out Time	Total Hours	Pay Code	Daily Rule	Meal/Break	
Actual:	8/04/09				8	SICK	401		
Rounded:									
Scheduled:									
Shift: 1 Force New Shift: Auto Deduct: .00 Bus Unit: 25720005 FTE: 1.00 Cancel: Exempt: N Sec Bus Un: S253000000 Override: Supervisor: 25301 Job Code: S19112 Subsidiary: Comments: EE IN HOSPITAL - UNABLE TO ENTER HRS.									
Attendance Codes: 1. 2. 3. 4.									
Days to Add: Skip Days:									

3. Enter the **Clock In Date** (date leave was used), **Total Hours**, **Pay Code** (VAC, SICK, etc), and **Comment** (why you are entering time on the employee's behalf). Leave the Clock In Time, Clock Out Date and Clock Out Time fields blank. A complete listing of Pay Codes can be found in Appendix A.

Note: To create multiple time records, go to the **Days to Add** field at the bottom of the screen and enter the number of days you wish to add. A 2-week pay period would be 14 days.

Note: To skip certain days (such as Saturday & Sunday), enter a 1 to designate Sunday and enter a 7 to designate Saturday.

Days to Add: 14	Skip Days: 1 7
-----------------	----------------

4. Select **Save**

Result: The *Employee Time Card* screen displays with the added time record.

5. Select **Cancel** to return to the *Genie View*.

Adding Work Time

1. From the *Genie View* highlight the staff member to view time records for.

2. Select the **Actions Menu**, Select **Time Editor**.

Genie View		DHHS Services Areas (Dev)							?
		Genie: HOURS SUMMARY							
		Hyperfind: ALL STAFF							
		Names Per Page: 20							
Cancel		Select	Actions	Options	Reports				
Name	Employ #	Time Editor Accruals Transfer	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON- CALL	TOTAL REG HOURS	APPROVAL	
DEVIL, TASMANIAN		Approve Selected	00	28.00	.00	.00	56.00	0	
BUNNY, BUGS		Approve All	00	4.00	.00	2.00	80.00	2	
DUCK, DAFFY	987		.00	.00	.00	.00	.00	0	

Result: The *Employee Time Card* screen will display

Note: Double-clicking on an employee will also display the *Employee Time Card* screen.

Select **Punch, Add Span**

Time Editor		DHHS Services Areas (Dev)					
Position to Date: <input type="text"/> <input type="button" value="Go"/>		Employee # : 654 BUNNY, BUGS					
View is open		Badge: 654					
Save	Cancel	Select	Actions	View	Punch	Options	
Day	In Date	Actual In Time	Actual Out Time	Punch Hours	Add Span Insert Punch Delete Punch	Pay Code	
Mon	4/14/08	<input type="text"/>	<input type="text"/>	8.00		<input type="text"/>	<input type="text"/>
Tue	4/15/08	<input type="text"/>	<input type="text"/>	8.00		<input type="text"/>	<input type="text"/>
Wed	4/16/08	<input type="text"/>	<input type="text"/>	8.00		<input type="text"/>	<input type="text"/>

Result: The *Add/Change Punch* screen displays.

Save	Cancel																									
Hours Type	Clock In Date	Clock In Time	Clock Out Date	Clock Out Time	Total Hours	Pay Code	Daily Rule																			
Actual:	8/04/09	0	080409	8			401																			
Rounded:																										
Scheduled:																										
Shift: 1 Force New Shift: Auto Deduct: .00																										
Bus Unit: 25720005	FTE: 1.00		Cancel: <input type="text"/>																							
Exempt: N	Sec Bus Un: S253000000		Override: <input type="text"/>																							
Supervisor: 25301	Job Code: S19112																									
Subsidiary: <input type="text"/>	Comments: EE IN HOSPITAL - UNABLE TO FINISH TMCRD.																									
Attendance Codes: 1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/>																										
Days to Add: <input type="text"/> Skip Days: <input type="text"/>																										

3. Enter the **Clock In Date** (work date), **Clock In Time**, **Clock Out Date** (must be the same as Clock In Date), **Clock Out Time**, and **Comments**. Leave the total hours and pay code boxes BLANK.

Note: Times must be in military time and can correspond to actual work time or you can simply start with a time of 0 and enter an end time to give you the necessary number of hours. For example, an employee who worked 8 hours could be recorded with a start time of 0 and an end time of 8 to calculate 8 total hours of work. An employee who worked 2 ½ hours would need a start time of 0 and an end time of 2:30 to calculate 2 ½ hours of work.

Note: If the employee worked on multiple grants/projects, you will need to use the bus unit field to record the 5-digit time code corresponding to the grant/project they worked on.

Note: To create multiple time records, go to the **Days to Add** field at the bottom of the screen and enter the number of days you wish to add. A 2-week pay period would be 14 days.

Note: To skip certain days (such as Saturday & Sunday), enter a 1 to designate Sunday and enter a 7 to designate

Saturday.

Days to Add: 14	Skip Days: 1 7
-----------------	----------------

4. Select **Save**
5. Select **Cancel** to return to the *Genie View*.

Result: The *Employee Time Card* screen displays with the added time record(s).

Editing an Employee's Pay Code(s) and/or Hours

Before approving an employee's time records, it might be necessary to edit a time record. Examples, employee selected VAC for time off and it should have been SICK (or) employee entered 8 hours of work time and it should have been 7 hours of work and 1 hour of VAC.

A manager can make any changes needed until HR approved the time records. Once HR approves it, the manager will no longer be able to make edits to those records. HR will need to be contacted for corrections.

1. From the *Genie View* highlight the employee to view time records for.
2. Select the **Actions Menu**, Select **Time Editor**.

Genie View		DHHS Services Areas (Dev)							?
		Genie: HOURS SUMMARY							
		Hyperfind: ALL STAFF							Names Per Page: 20
Cancel		Select	Actions	Options	Reports				
Name	Employ #	Time Editor		PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON-CALL	TOTAL REG HOURS	APPROVAL
DEVIL, TASMANIAN		Transfer		00	28.00	.00	.00	56.00	0
BUNNY, BUGS		Approve Selected		00	4.00	.00	2.00	.00	80.00
DUCK, DAFFY	987	Approve All		.00	.00	.00	.00	.00	0

Result: The *Employee Time Card* screen will display

Note: Double-clicking on an employee will also display the *Employee Time Card* screen.

Note: Selecting **Next** will display the next page of records for the current time period.

Time Editor		DHHS Services Areas (Dev)										?	
Position to Date: <input type="text"/> <input type="button" value="Go"/>		Employee # : 159 DEVIL, TASMANIAN											
View is open		Badge: 159										Pay Period: 4/12/08 - 4/25/08	
Save	Cancel	Select	Actions	View	Punch	Options	Next						
Day	In Date	Actual In Time	Actual Out Time	Punch Hours	Sch Hrs	Pay Code	Ap	Shft	Labor Levels	Notes			
Mon	<input type="text" value="4/14/08"/> <input type="button" value="Q"/>	<input type="text" value="0:00"/>	<input type="text"/>	<input type="text" value="8.00"/>		<input type="text" value="SICK"/> <input type="button" value="Q"/>	2	<input type="text" value="1"/>	<input type="text" value="S001234567.123456.2"/> <input type="button" value="Q"/>				
Tue	<input type="text" value="4/15/08"/> <input type="button" value="Q"/>	<input type="text" value="0:00"/>	<input type="text"/>	<input type="text" value="8.00"/>		<input type="text" value="VAC"/> <input type="button" value="Q"/>	2	<input type="text" value="1"/>	<input type="text" value="S001234567.123456.2"/> <input type="button" value="Q"/>				
Wed	<input type="text" value="4/16/08"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>		<input type="text"/> <input type="button" value="Q"/>	0	<input type="text" value="1"/>	<input type="text" value="S001234567.123456.2"/> <input type="button" value="Q"/>	Y			
Thu	<input type="text" value="4/17/08"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>		<input type="text"/> <input type="button" value="Q"/>	0	<input type="text" value="1"/>	<input type="text" value="S001234567.123456.2"/> <input type="button" value="Q"/>	Y			
Fri	<input type="text" value="4/18/08"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>		<input type="text"/> <input type="button" value="Q"/>	0	<input type="text" value="1"/>	<input type="text" value="S001234567.123456.2"/> <input type="button" value="Q"/>	Y			
Mon	<input type="text" value="4/21/08"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="4.00"/>		<input type="text"/> <input type="button" value="Q"/>	0	<input type="text" value="1"/>	<input type="text" value="S001234567.123456.2"/> <input type="button" value="Q"/>	Y			
Mon	<input type="text" value="4/21/08"/> <input type="button" value="Q"/>	<input type="text" value="0:00"/>	<input type="text"/>	<input type="text" value="4.00"/>		<input type="text" value="VAC"/> <input type="button" value="Q"/>	0	<input type="text" value="1"/>	<input type="text" value="S001234567.123456.2"/> <input type="button" value="Q"/>				
Tue	<input type="text" value="4/22/08"/> <input type="button" value="Q"/>	<input type="text" value="0:00"/>	<input type="text"/>	<input type="text" value="4.00"/>		<input type="text" value="VAC"/> <input type="button" value="Q"/>	0	<input type="text" value="1"/>	<input type="text" value="S001234567.123456.2"/> <input type="button" value="Q"/>				
Tue	<input type="text" value="4/22/08"/> <input type="button" value="Q"/>	<input type="text" value="0:00"/>	<input type="text"/>	<input type="text" value="4.00"/>		<input type="text" value="SICK"/> <input type="button" value="Q"/>	0	<input type="text" value="1"/>	<input type="text" value="S001234567.123456.2"/> <input type="button" value="Q"/>				

3. Type the edit/correction on the appropriate line.

Note: Pay code and hour edits are the only ones that can be made right on this screen.

4. Select **Save** to save the changes.
5. Select **Cancel** to return to the previous window.

Note Selecting **Cancel** before saving will return you to the *Genie View* without saving your changes.

Deleting a Time Record

The majority of time records will be corrected through the edit process. However, some records may require deleting. Example: employee is off due to surgery so the supervisor is entering the employee's sick leave. The supervisor mistakenly enters sick leave Monday thru Saturday instead of Monday thru Friday. The Saturday time record would need to be deleted.

1. From the *Genie View* highlight the staff member to delete time records for.
2. Select the **Actions Menu**, Select **Time Editor**.

Genie View		DHHS Services Areas (Dev)							
		Genie: HOURS SUMMARY							
		Hyperfind: ALL STAFF							
		Names Per Page: 20							
Cancel	Select	Actions	Options	Reports					
Name	Employ #	Time Editor Accruals Transfer Approve Selected Approve All	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON- CALL	TOTAL REG HOURS	APPROVAL	
DEVIL, TASMANIAN			28.00	.00	.00	.00	56.00	0	
BUNNY, BUGS			4.00	.00	2.00	.00	80.00	2	
DUCK, DAFFY	987		.00	.00	.00	.00	.00	0	

Result: The *Employee Time Card* screen will display

Note: Double-clicking on an employee will also display the *Employee Time Card* screen.

3. Select **Actions, Delete**

Time Editor		DHHS Services Areas (Dev)									
Position to Date: <input type="text"/> Go		Employee # : 159 DEVIL, TASMANIAN									
View is open		Badge: 159									
		Pay Period: 4/1									
Save	Cancel	Select	Actions	View	Punch	Options	Next				
Day	In Date	Actual In Time	Delete Breakdown Approve	Punch Hours	Sch Hrs	Pay Code	Ap	Shift	Labor Levels		
Tue	4/15/08	0:00		8.00		VAC	2	1	S001234567.123456.2		
Wed	4/16/08			8.00			2	1	S001234567.123456.2		
Thu	4/17/08			8.00			2	1	S001234567.123456.2		
Fri	4/18/08			8.00			2	1	S001234567.123456.2		
Mon	4/21/08			4.00			2	1	S001234567.123456.2		
Mon	4/21/08	0:00		4.00		VAC	2	1	S001234567.123456.2		
Tue	4/22/08	0:00		4.00		VAC	2	1	S001234567.123456.2		
Tue	4/22/08	0:00		4.00		SICK	2	1	S001234567.123456.2		

Result: The *Delete Confirmation* screen will display.

4. Select **Delete**

Delete

DHHS Services Areas (Dev)
Employee # : 159 DEVIL, TASMANIAN
Badge: 159

Clock In Date	Clock In Time	Clock Out Time	Total Hours	Pay Code	Daily Rule
4/15/08	0:00		8.00	VAC	430

Result: The *Employee Time Card* screen will display with the selected time record deleted. (4/15 date from above is deleted in example below).

Time Editor

DHHS Services Areas (Dev)
Employee # : 159 DEVIL, TASMANIAN
Badge: 159

Position to Date:
View is open

Day	In Date	Actual In Time	Actual Out Time	Punch Hours	Sch Hrs	Pay Code	Ap	Shift	Labor Levels
Wed	4/16/08			8.00			2	1	S001234567.123456.25
Thu	4/17/08			8.00			2	1	S001234567.123456.25
Fri	4/18/08			8.00			2	1	S001234567.123456.25
Mon	4/21/08			4.00			2	1	S001234567.123456.25
Mon	4/21/08	0:00		4.00		VAC	2	1	S001234567.123456.25
Tue	4/22/08	0:00		4.00		VAC	2	1	S001234567.123456.25
Tue	4/22/08	0:00		4.00		SICK	2	1	S001234567.123456.25

Approving Time Records

After you have viewed and verified your employee's time records, supervisory approval of the records will be necessary. Once this approval process is complete, HR will also go through an approval process with these time records. From this point, employees will not be able to make changes to their time records.

Supervisor approvals in Kronos are the supervisor's certification that the information is a complete and accurate record of hours worked, programs charged and leave taken by the employee. By clicking the approve button on the Genie view or the Time Editor view, the supervisor electronically signs the selected records just as if he/she placed a personal signature on a paper copy of the employee's time card.

1. From the *Genie View*, single-click **(select) the records(s) to be approved** (or) click on the **Select** Menu, **Select All** option to select all the records.

Note: The selected records will turn yellow in color. This will be a helpful tool to verify you are approving the record(s) you intend to approve. If you select an incorrect record, single-click again to deselect the record.

2. Select **Actions, Approve Selected**

Genie View		DHHS Services Areas (Dev)							
		Genie: HOURS SUMMARY							
		Hyperfind: ALL STAFF							
		Names Per Page: 2							
		Select	Actions	Options	Reports				
Name	Employ #		Time Editor Accruals Transfer		PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON-CALL	TOTAL REG HOURS
DEVIL, TASMANIAN			Approve Selected	00	28.00	.00	.00	.00	56.00
BUNNY, BUGS			Approve All	00	4.00	.00	2.00	.00	80.00
DUCK, DAFFY	987			.00	.00	.00	.00	.00	.00
									2
									2
									0

Result: The code in the **APPROVAL** column will change from 1 to 2. You must make sure all employees have a level 2 in the Approval column at the end of the pay period.

Note: The **Approve All** function can be selected to approve all records without selecting individual records.

3. Select **Save**.
4. Selecting **Cancel** will exit the *Genie View* and Save your changes. **Note:** Time records can also be approved from the *Employee Time Card* screen by selecting the appropriate time records, then selecting **Actions, Approve**.

Time Editor		DHHS Services Areas (Dev)							
Position to Date: <input type="text"/> Go		Employee # : 159 DEVIL, TASMANIAN							
View is open		Badge: 159							
		Pay Period: 4/12/08 - 4/25/08							
		Save	Cancel	Select	Actions	View	Punch	Options	
Day	In Date	Actual In Time	Edit Delete	Punch Hours	Sch Hrs	Pay Code	Ap	Shift	Labor Levels
Mon	4/14/08		Breakdown	8.00			0	1	S001234567.123456.2
Tue	4/15/08	0:00	Approve	4.00		VAC	0	1	S001234567.123456.2

Unapprove Time Records

If you have approved a time record by mistake, you can unapprove it. The approval level is set back to 0. Supervisors/managers cannot unapprove records that have already approved by HR (level 3). Corrections needing to be made after cut-off will need to be coordinated with HR.

1. From the employee's time record, select the record to unapprove.

Time Editor		DHHS Services Areas (Dev)											
Position to Date: <input type="text"/> <input type="button" value="Go"/>		Employee # : 159 DEVIL, TASMANIAN											
View is open		Badge: 159 Pay Period: 4/12/08 - 4/25/08											
Save		Cancel		Select		Actions		View		Punch		Options	
Day	In Date	Actual In Time	Actual Out Time	Punch Hours	Sch Hrs	Pay Code	Ap	Shft	Labor Levels	Notes			
Mon	4/14/08			8.00			2	1	S001234567.123456.25	Y			

2. Select the **Actions** Menu, **Edit** option (or) double-click on the time record.

Time Editor		DHHS Services Areas (Dev)											
Position to Date: <input type="text"/> <input type="button" value="Go"/>		Employee # : 159 DEVIL, TASMANIAN											
View is open		Badge: 159 Pay Period: 4/12/08 - 4/25/08											
Save		Cancel		Select		Actions		View		Punch		Options	
Day	In Date	Actual In Time	Actual Out Time	Punch Hours	Sch Hrs	Pay Code	Ap	Shft	Labor Levels	Notes			
Mon	4/14/08			8.00			2	1	S001234567.123456.25				
Tue	4/15/08	0:00		4.00		VAC	2	1	S001234567.123456.25				

3. Select **Save** on the *Detail Time Editor* screen.

Time Editor		DHHS Services Areas (Dev)											
Position to Date: <input type="text"/> <input type="button" value="Go"/>		Employee # : 159 DEVIL, TASMANIAN											
View is open		Badge: 159 Pay Period: 4/12/08 - 4/25/08											
Save		Cancel											
Hours Type	Clock In Date	Clock In Time	Clock Out Date	Clock Out Time	Total Hours	Pay Code	Daily Rule	Meal/ Break					
Actual:	4/14/08	0:00	4/14/08	8:00	8.00		430						
Rounded:		0:00		8:00									
Scheduled:				Show Calendar									

Result: The employee's time card will display with the **AP** code set back to 0. The employee can now make corrections if necessary.

Time Editor		DHHS Services Areas (Dev)											
Position to Date: <input type="text"/> <input type="button" value="Go"/>		Employee # : 159 DEVIL, TASMANIAN											
View is open		Badge: 159 Pay Period: 4/12/08 - 4/25/08											
Save		Cancel		Select		Actions		View		Punch		Options	
Day	In Date	Actual In Time	Actual Out Time	Punch Hours	Sch Hrs	Pay Code	Ap	Shft	Labor Levels	Notes			
Mon	4/14/08			8.00			0	1	S001234567.123456.25	Y			
Tue	4/15/08	0:00		4.00		VAC	2	1	S001234567.123456.25				

4. Selecting **Cancel** will exit the screen.

Reports

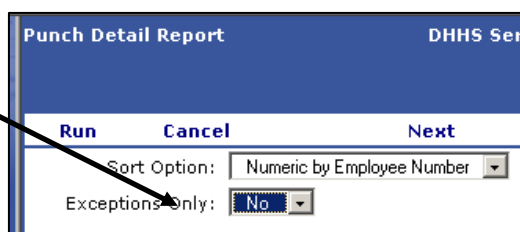
Creating & Printing Reports

Managers will be able to produce two different types of reports for their employees. Reports are generated as PDF documents and are available on a Report List to view, save and/or print at any time. When you no longer need the report, you can delete it from your queue.

Reports & Inquiries:

Punch Detail Report – creates a list of an employee’s daily time records showing hours, pay codes and labor information for each record. You can run this report using the Reports & Inquiries menu to see current and future time records. Or, you can run this report using the History menu to see prior pay period information. This report may be run on a single employee or on a group of employees. It can also be run on all time records or just certain time records. For example, you could run this report on just sick leave used records for an employee. The report would then provide you a listing of the dates the employee used sick leave. This report can be run with a variety of different data selections to provide important information to Managers.

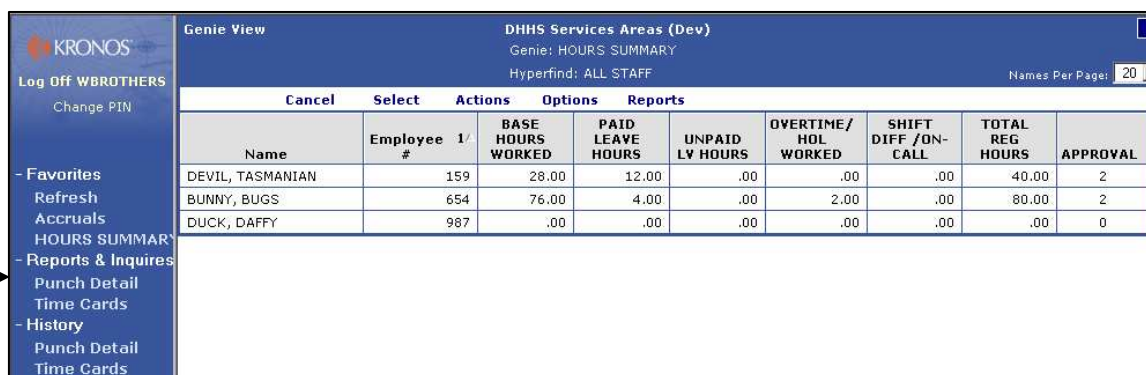
Upon entering this report, Kronos provides an option for **Exceptions Only**. You will not be setting exceptions so this default setting should be left as No.



The screenshot shows a web interface for the 'Punch Detail Report' with a blue header. Below the header are three buttons: 'Run', 'Cancel', and 'Next'. Under 'Run', there are two dropdown menus. The first is labeled 'Sort Option:' and is set to 'Numeric by Employee Number'. The second is labeled 'Exceptions Only:' and is set to 'No'. An arrow from the text 'Exceptions Only' in the preceding paragraph points to this dropdown menu.

Time Card Report – creates a complete time card for an employee showing the hours, pay codes and labor information for each time record. You can run this report using the Reports & Inquiries menu to see current and future time records. Or, you can run this report using the History menu to see prior pay period information. This report may be run on a single employee or on a group of employees. This report cannot be run on specific types of records like the punch detail report. This report will simply provide you with a time card for the employee(s) and date range(s) you choose.

- Click on either report name from **Report & Inquiries** or **History**. The options under the Reports & Inquiries menu will only produce reports for the current pay period. The options under the History menu will allow you to run reports for dates prior to the current pay period.



KRONOS
Log Off WBROTHERS
Change PIN

Genie View
DHHS Services Areas (Dev)
Genie: HOURS SUMMARY
Hyperfind: ALL STAFF
Names Per Page: 20

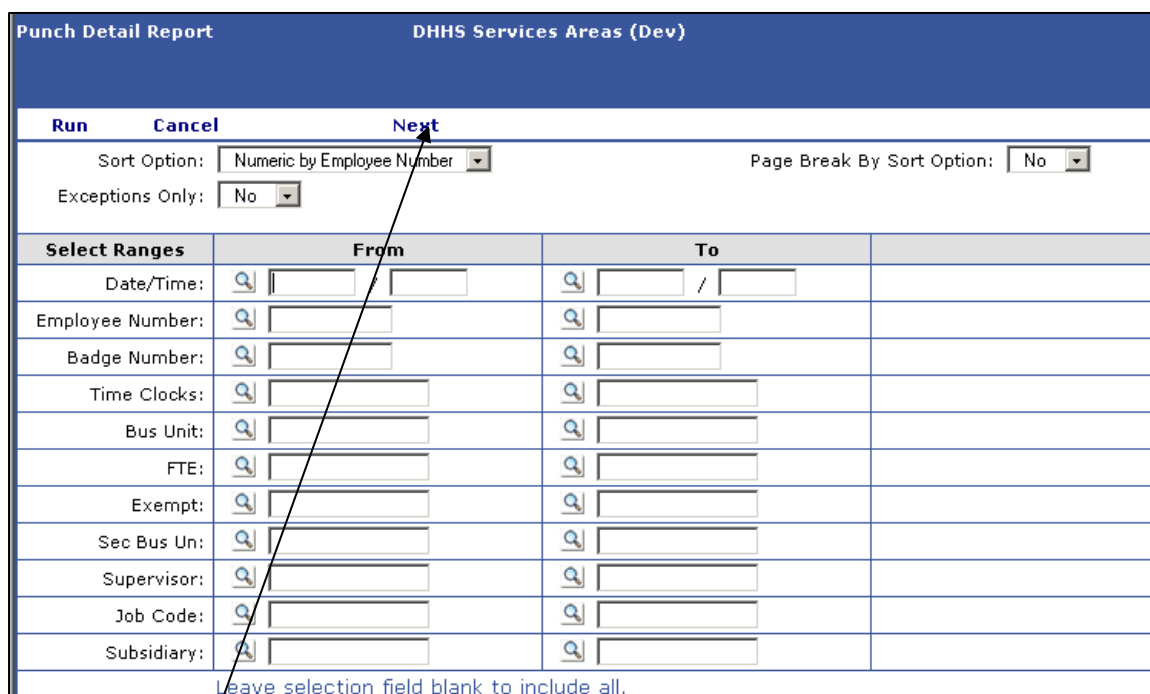
Name	Employee #	BASE HOURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON-CALL	TOTAL REG HOURS	APPROVAL
DEVIL, TASMANIAN	159	28.00	12.00	.00	.00	.00	40.00	2
BUNNY, BUGS	654	76.00	4.00	.00	2.00	.00	80.00	2
DUCK, DAFFY	987	.00	.00	.00	.00	.00	.00	0

- Favorites
 Refresh
 Accruals
 HOURS SUMMARY
 - Reports & Inquiries
 Punch Detail
 Time Cards
 - History
 Punch Detail
 Time Cards

Note: This example is **Report & Inquiries, Punch Detail Report**.

Result: The applicable *Report Name* screen will display. (This example is the *Punch Detail* screen.)

- Enter any restrictions you may want, or leave the fields blank to include all records. Examples of restrictions would be a specific date/time range or a specific employee



Punch Detail Report DHHS Services Areas (Dev)

Run Cancel Next

Sort Option: Numeric by Employee Number Page Break By Sort Option: No

Exceptions Only: No

Select Ranges	From	To
Date/Time:	<input type="text"/>	<input type="text"/> / <input type="text"/>
Employee Number:	<input type="text"/>	<input type="text"/>
Badge Number:	<input type="text"/>	<input type="text"/>
Time Clocks:	<input type="text"/>	<input type="text"/>
Bus Unit:	<input type="text"/>	<input type="text"/>
FTE:	<input type="text"/>	<input type="text"/>
Exempt:	<input type="text"/>	<input type="text"/>
Sec Bus Un:	<input type="text"/>	<input type="text"/>
Supervisor:	<input type="text"/>	<input type="text"/>
Job Code:	<input type="text"/>	<input type="text"/>
Subsidiary:	<input type="text"/>	<input type="text"/>

Leave selection field blank to include all.

- Selecting **Next** will display the following page to make additional restrictions if needed. However, these will generally be left blank.

Note: If you are running the Punch Detail Report, and want to run the report on specific pay codes such as vacation or sick leave, you will continue to select **Next** until a final selection screen displays. This final selection screen allows you to run the report on specific pay codes such as vacation or sick leave used.

Punch Detail Report **DHHS Services Areas (Dev)**

Run **Cancel** **Back**

Report Type:

Print All Pay Codes: or select pay codes:

Show Pay Code Totals for Labor Level:

Time Records to Include:

Include Monetary Adjustments:

Sort by Home or Worked field:

Show Employees with no hours:

Note: Monetary Adjustments not available on Worked report.

4. Select **Run** to submit the report.

Note: Selecting **Cancel** will exit the window and cancel the report request.

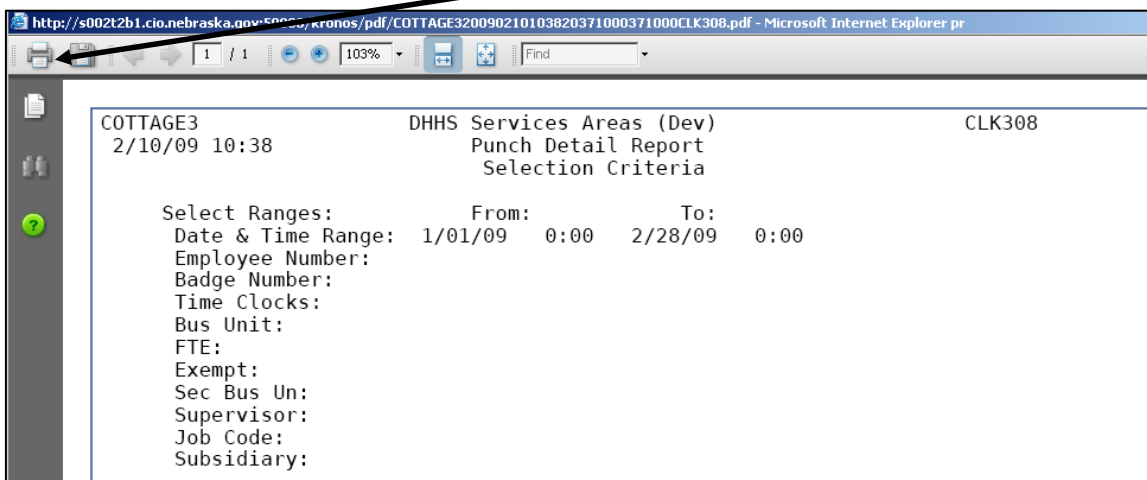
Result: The *Report Run Status* screen will display. Your report should be at the top of the list with a status of submitted.

5. Refresh the screen with the **Refresh** button on the *Report Run Status* screen until the status reads Completed.

Report Run Status				DHHS Services Areas (Dev)		<div>?</div>	

6. Double-click the completed report to view it.

7. If you wish to print the report, use the **PRINT** icon on the toolbar.



Printing a Timecard Report

1. Select Time Cards from the Navigation Pane.

Note: Current Time Cards will be created & printed from **Reports & Inquiries**. Historical Time Cards will be created & printed from **History**.

- Reports & Inquires
Punch Detail
Time Cards
- History
Punch Detail
Time Cards

Result: The *Time Cards* screen will display.

2. Enter the applicable **From** and **To** date(s)
3. Type in the Employee Number (or) select it from the Employee List.


Time Cards		DHHS Services Areas (Dev)	
Run	Cancel	Next	
Sort Option: <input type="text" value="Numeric by Employee Number"/>			
Hours Type: <input type="text" value="Use Actual Hours"/>			
Select Ranges	From	To	
Date/Time:	<input type="text" value="020108"/> / <input type="text" value="0:00"/>	<input type="text" value="030108"/> / <input type="text" value="23:59"/>	
Employee Number:	<input type="text" value="159"/>	<input type="text"/>	
Badge Number:	<input type="text"/>	<input type="text"/>	
Time Clocks:	<input type="text"/>	<input type="text"/>	
Sec Bus Un:	<input type="text"/>	<input type="text"/>	
Supervisor:	<input type="text"/>	<input type="text"/>	
Bus Unit:	<input type="text"/>	<input type="text"/>	
Subsidiary:	<input type="text"/>	<input type="text"/>	
Job Code:	<input type="text"/>	<input type="text"/>	
IVRProfile:	<input type="text"/>	<input type="text"/>	
Bargaining:	<input type="text"/>	<input type="text"/>	
Leave selection field blank to include all.			

Note: Additional restrictions can be selected if needed. Select **Next** if additional restrictions need to be selected from the next page.

4. Select **Run**.

Result: The *Report Run Status* screen will display with the time card in Submitted status.

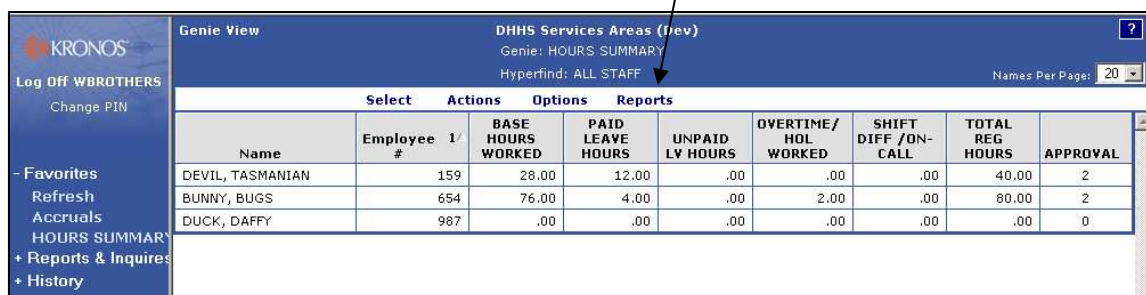
5. Select the **Refresh** button until the status reads Completed.

Report Run Status		DHHS Services Areas (Dev)		

Reports Queue

Reports that have been submitted are stored in a Print Queue. They will retain in your Queue for viewing, and printing as long as the report hasn't been deleted. Reports may occasionally be purged if size restrictions require it. It is recommended that you save reports to your computer if you want to keep them for any length of time.

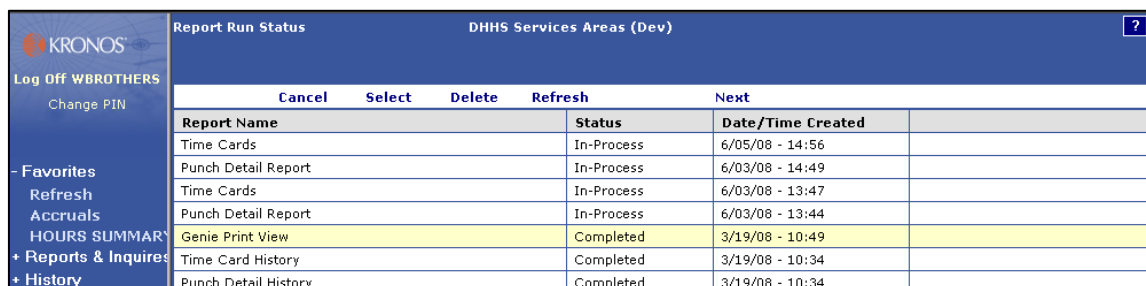
1. From the *Hours Summary* screen select **Reports**.



Name	Employee #	BASE HOURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON-CALL	TOTAL REG HOURS	APPROVAL
DEVIL, TASMANIAN	159	28.00	12.00	.00	.00	.00	40.00	2
BUNNY, BUGS	654	76.00	4.00	.00	2.00	.00	80.00	2
DUCK, DAFFY	987	.00	.00	.00	.00	.00	.00	0

Result: The *Report Run Status* screen will display.

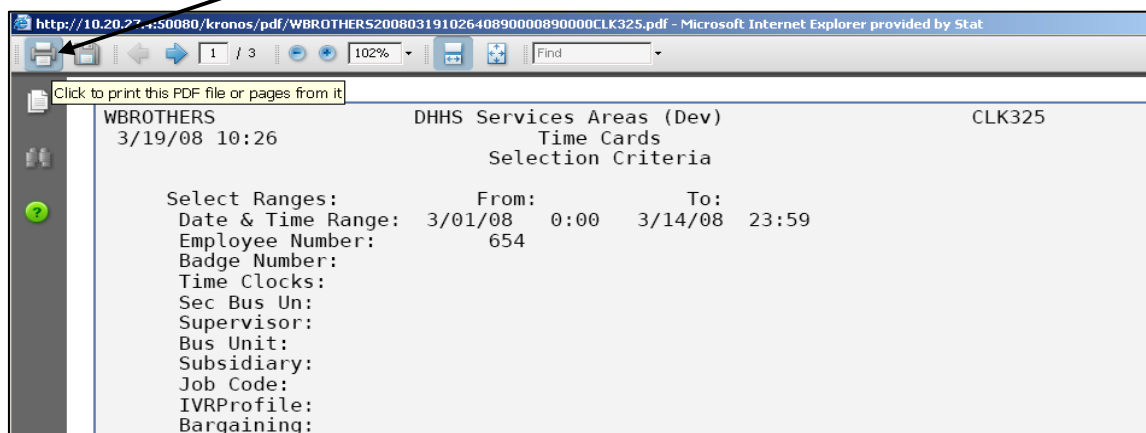
2. Double-click on the completed report you wish to view or print



Report Name	Status	Date/Time Created
Time Cards	In-Process	6/05/08 - 14:56
Punch Detail Report	In-Process	6/03/08 - 14:49
Time Cards	In-Process	6/03/08 - 13:47
Punch Detail Report	In-Process	6/03/08 - 13:44
Genie Print View	Completed	3/19/08 - 10:49
Time Card History	Completed	3/19/08 - 10:34
Punch Detail History	Completed	3/19/08 - 10:34

Result: The report will display as a PDF file.

3. If you want to print the report, select the **Print** icon.



Exiting KRONOS

1. Exit KRONOS by clicking **Log Off**.

Day	In Date	Actual In Time
Mon	4/14/08	0:00
Tue	4/15/08	0:00
Wed	4/16/08	0:00

Result: The *User-ID Selection* screen will display

2. Select Close Window

Close Window

ID:

PIN:

(if required)

Result: A *Confirmation* screen will display confirming you wish to close the program.

3. Select **Yes**.

Appendix A

Kronos Pay Code Listing

Pay Code Categories:

- **System Generated** – Pay codes that Kronos automatically assigns to time records. Employees/supervisors should NOT be manually typing these codes into the Pay Code field when entering time in Kronos.
- **Human Resources (HR) Selected** – Pay codes that may only be used by Human Resources staff or by employees/supervisors who have specific approval from Human Resources to use these codes.
- **Employee Selected** – Pay codes that employees will manually type into the Pay Code field when entering time in Kronos.

Pay Code	Description	Pay Code Category		Pay Code	Description	Pay Code Category
BAS	Base Pay	System generated		BGN	Collective Bargaining	Employee Selected
BLE	Bereavement	Employee selected		CAT	Catastrophic leave – NAPE	HR Selected
CATR	Catastrophic leave – RULES	HR Selected		CBE	Call back entitlement	Employee Selected
CHDB	Comp holiday double	HR Selected		CIV	Civil Leave	Employee Selected
CLB	Call back worked	Employee Selected		CSOT	Comp straight overtime	HR Selected
CTHW	Comp holiday worked	System generated		CTO	Comp time overtime	System generated
CTU	Comp time used	Employee selected		EX40+	Exempt hours over 40	System generated
EXEMP	Exempt base pay	System generated		FML	Family medical leave – unpaid	HR selected
FMMIL	Family military leave	HR selected		HDB	Holiday double time	HR selected
HOL	Holiday Leave	System generated		HPR	Holiday worked	System generated

Pay Code	Description	Pay Code Category		Pay Code	Description	Pay Code Category
INJ	Injury leave	HR selected		ISPD	Investigatory suspension – paid	HR selected
IWP	Investigatory suspension without pay	HR selected		LWOP	Leave without pay	Employee selected
MIL	Paid military leave	Employee selected		MILNP	Unpaid military leave	Employee selected
OCL	On call	Employee selected		OCP	On call phone	Employee selected
OVT	Paid overtime	System generated		SD	Shift differential	System generated
SICK	Sick leave	Employee selected		SOT	Straight overtime	HR selected
SWOP	Suspended without pay	HR selected		SWP	Suspended with pay	HR selected
TEMP	Base pay for temporary employees	System generated		UST	Union Steward	Employee selected
VAC	Vacation	Employee selected		WCA	Worker's comp absence – unpaid	Employee selected
WCSUP	Worker's comp supplement	HR selected				

Appendix B

Kronos Supervisory Responsibilities

1. Review each of your employee's timecards and verify the information reported is accurate and complete. You are responsible to ensure any overtime worked by your employee(s) was approved in advance. Unapproved overtime hours must still be paid but you should discuss with the employee the expectation of obtaining approval before working overtime in the future. If an emergency develops requiring the employee to work overtime without prior supervisory approval, approval must still be obtained from the supervisor as soon as possible.
2. Verify your employees have enough vacation and sick leave available to cover what they are requesting to use.
3. Obtain substantiating evidence, which includes medical facts, from any employee whose sick leave absence exceeds 3 consecutive workdays. Documentation must be forwarded to Human Resources and Development as soon as possible.
4. Obtain necessary documentation for other leave usage such as military and civil leave to ensure the employee is eligible for that leave usage under the Work Place Policies manual. Documentation must be forwarded to Human Resources and Development as soon as possible.
5. Ensure that each full-time employee has accounted for 40 hours of regular pay each week (80 total hours in the pay period).
6. Do not make entries or corrections on the employee's timecard unless the employee is unable to make the corrections due to an absence. If you find an error on an employee timecard, you should instruct the employee to fix the problem before approving the employee's timecard.
7. **Approve all employee timecards by 10 a.m. on the second business day after the end of the pay period.** You are responsible for designating a back-up supervisor to approve employee timecards in your absence. Human Resources and Development must be notified about who the back-up is so that security access can be granted to the back-up approver. You are responsible for ensuring that you or your designee will be able to approve the timecards each pay period. Back-up supervisors must either be in a lateral or managerial role in comparison to the person for whom they are covering. In no circumstance may a supervisor approve their own timecard.
8. Supervisor approvals in Kronos are the supervisor's certification that the information is a complete and accurate record of hours worked, programs charged and leave taken by the employee. By clicking the approve button on the Genie view or the Time Editor view, the supervisor electronically signs the selected records just as if he/she placed a personal signature on a paper copy of the employee's time card.

9. Do not add/edit/delete any time records after the deadline without specific approval from Human Resources and Development.
10. Do not give out Kronos manager user ID's and PIN's without approval from Human Resources and Development or IS&T.

Appendix C

Glossary of Payroll Terms

WORK DAY:

A 24-hour period of time beginning at midnight and ending at 11:59 p.m.

BUSINESS DAY:

Business days are Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays.

WORKWEEK:

The work week is defined as a seven consecutive day period of time. The workweek for Service Area and Central Office employees begins on Saturday at 12:00 a.m. and ends Friday at 11:59 p.m.

ACTUAL HOURS WORKED:

Refers to hours physically worked. Non-exempt employees are only eligible for overtime when they physically work more than 40 hours in a workweek. Leave hours including vacation, sick, comp time used are not considered actual hours worked. Holiday leave hours are counted as actual hours worked while hours worked on the holiday are not considered actual hours worked. This is due to a provision in the NAPE employee contract.

EXEMPT VERSUS NON-EXEMPT STATUS:

Exempt status refers to employees ineligible under the Fair Labor Standards Act to earn overtime pay for working more than 40 hours in a workweek. Non-exempt status refers to employees eligible under the Fair Labor Standards Act to earn overtime pay for working more than 40 hours in a workweek. NOTE: non-exempt employees must have prior supervisory approval to work more than 40 hours in a week. If a supervisor does not allow overtime, it does not mean the employee is exempt. It means the supervisor is not allowing the non-exempt employee to work more than 40 hours in a week.

FTE (full-time equivalent):

Refers to how an employee's hours worked each week compare to a full-time employee. An employee working 40 hours per week is considered full-time so her FTE would be 1.0. An employee working 20 hours per week is considered half-time so his FTE would be 0.50.

OVERTIME:

Overtime is defined as any actual hours worked beyond 40 in a week either in cash or accumulated as compensatory time earned. Overtime hours are compensated at time-and-one-half. Only non-exempt employees are eligible to

earn overtime. Kronos will automatically calculate overtime hours for non-exempt employees.

PRIOR APPROVAL OF OVERTIME:

Non-exempt employees must receive prior approval to work overtime unless it is an emergency situation. If an emergency situation arises, the employee shall notify the supervisor as soon as possible that they worked beyond their normal schedule.

PAYMENT OF OVERTIME HOURS:

Non-exempt employees wishing to receive payment for any overtime hours must make that election using the comment field in Kronos. If no election is noted, the hours will be considered compensatory time and added to any compensatory time balance.

ADJUSTED TIME:

Adjusted time is available for supervisors to utilize if they know an employee has worked extra hours prior to the conclusion of the workweek, and the supervisor is able to allow the employee the opportunity to reduce their work hours in the remainder of the workweek to avoid overtime expenses. For example, if an employee works 10 hours on Monday, the supervisor may ask the employee to come in two hours late or leave two hours early later in the same week to ensure the hours even out to 40 for the week.

If the hours cannot be adjusted within the workweek, the actual hours worked beyond 40 are then calculated as overtime at time-and-one-half for any non-exempt employees.

Supervisors may also allow employees to adjust their time to reduce leave usage. For example, if an employee needs 2 hours off for a doctor's appointment, the supervisor could allow the employee to work an extra 2 hours sometime during the week so the employee does not have to use 2 hours of sick leave.

Employees may not have 40 hours or more of work in a workweek AND use leave time that same week. If an employee works extra hours in a week and also uses vacation or sick leave the same week, the vacation or sick leave hours must be reduced to avoid having more than 40 hours of pay in a week. For example, an employee works 9 hours per day Monday through Thursday and then takes a planned vacation day on Friday. Since the employee already had 36 hours of work through Thursday, they will only need to use 4 hours of vacation on Friday to account for their 40 hours that week. The employee would not be allowed to use a full 8 hours of vacation on Friday as that would amount to a vacation payout of 4 hours which is prohibited. Employees and supervisors are responsible for ensuring that no more than 40 hours are recorded each week unless the employee is approved to physically work more than 40 hours in the week and receive overtime for those hours.

In any adjusted time situations, the adjustment of hours MUST take place within the same workweek.

QUARTER-HOUR INCREMENTS AND ROUNDED TIME:

Employees must report work and leave time in quarter-hour increments rather than in actual minutes.

15 minutes	=	0.25 hours
30 minutes	=	0.50 hours
45 minutes	=	0.75 hours
60 minutes	=	1.00 hours

Since time must be recorded in quarter-hour increments, employees will need to round their work and leave time to the closest quarter-hour. For example:

7:53 A.M. – 8:07 A.M.	=	8:00 A.M.
8:08 A.M. – 8:22 A.M.	=	8:15 A.M.
8:23 A.M. – 8:37 A.M.	=	8:30 A.M.
8:38 A.M. – 8:52 A.M.	=	8:45 A.M.
8:53 A.M. – 9:07 A.M.	=	9:00 A.M.

HOLIDAYS NOT WORKED:

Holiday hours paid but not worked are counted as actual hours worked when calculating overtime. Example, a non-exempt employee receives 8 hours of holiday pay for the 4th of July (Tuesday) and works 10 hours on Monday, 8 hours on Wednesday, 8 hours on Thursday, and 8 hours on Friday. The 8 hours of holiday pay received for the 4th of July are counted in with the rest of this employee's work hours to total 42 actual hours worked for the week. The employee will then receive either compensatory time or pay at time-and-one-half for the 2 hours worked beyond 40 in the workweek.

Exception: If you are a member of the "E" bargaining unit, talk to your HR representative about holiday pay.

WORK ON A HOLIDAY:

Permanent non-exempt employees will be compensated at time-and-one-half for any hours worked on a holiday that are their normally scheduled hours. These hours do NOT count towards the 40 hours of actual work for overtime purposes since they are already being paid at time-and-one-half.

Permanent non-exempt employees working beyond their normally scheduled hours on a holiday will be compensated at two times their normal hourly rate. For example, a regular 8 a.m. to 5 p.m. employee who instead works 8 a.m. to 7 p.m. on the holiday will have 8 hours paid at time-and-one-half and 2 hours paid at two times. These hours also do NOT count towards the 40 hours of actual work for overtime calculation purposes since they are being paid at two times the employee's regular rate of pay.

Exception: If you are a member of the "E" bargaining unit, talk to your HR representative about holiday pay.

ON-CALL HOURS:

On-call refers to the non-work hours that an employee is designated as waiting to be engaged in work, or a ready-to-work status. Non-exempt employees receive 8% of their normal hourly wage for all hours in this status. It is the supervisor's responsibility to identify in writing to the employee when they are assigned to be in an on-call status. If no formal notice is given and there is no restriction on the employee's movement, then the employee is not considered to be on-call.

On-call hours begin at the time the employee leaves work and end at the time the employee returns to work. For an employee working an 8 a.m. to 5 p.m. shift, they would be in an on-call status from 5 p.m. to 8 a.m. the next day for a total of 15 hours on-call pay on weekdays. Employees will receive 24 hours of on-call pay for weekend days and holidays if they do not work on those days.

On-call hours plus worked hours on a weekday should never exceed 23 hours for employees with a 1-hour lunch break or 23.5 hours for an employee with a ½-hour lunch break. On-call hours plus worked hours should never exceed 24 hours on weekend days.

ON-CALL PHONE HOURS:

On-call phone hours refers to time that an employee in a designated on-call status spends on job related phone calls at home or outside normal work hours. These calls do not require the employee to leave their home. Hours spent on phone calls while in an on-call status are paid as regular work time. Employees will use the OCP (on-call phone) pay code in Kronos to report these hours.

Employees should keep track of the amount of time spent on job related phone calls as home while they are on call. If the total amount of calls handled do not total 15 minutes, the time spent on all calls should be rounded to 15 minutes (0.25 hours).

Time spent on phone calls is then deducted from the total time the employee is actually on-call. Employees cannot receive on-call pay and on-call phone pay for the same time period.

CALL-BACK HOURS (for NAPE-contract covered non-exempt employees only):

Call-back hours refers to time worked when an employee is required to leave their home or other non-work related activity (e.g. grocery shopping) to respond to a job-related assignment. If the employee is called back to their normal work location, the call back pay would start at the time the employee reaches their

work site and end when they leave the worksite to return home. If the employee is called out to a location other than their normal worksite to respond to agency business, the call back pay will start at the time the employee leave their residence and conclude when they return to their residence. The time actually spent on the call-back situation is referred to as call back hours actually worked. These hours will be coded in Kronos using pay type CLB.

Per the NAPE employee contract, employees are guaranteed a minimum of 2 hours of pay when they are called back to work. The remainder of the 2 hours that is not actually worked is referred to as call back hours not worked or as **call back entitlement pay**. That means that an employee who is called back to work and works less than 2 hours will receive pay for the remaining two hours at a straight time rate. For example, if an employee is called back to work and works 30 minutes, the 30 minutes would be coded as CLB for call back worked. The remaining 90 minutes of the 2-hour time frame would be coded as CBE for call back entitlement. These 90 minutes will be paid at a straight time rate. If an employee is called back and works more than two hours, all hours will be compensated as call back worked. No call back entitlement pay would be given in this situation.

Call back hours worked do count towards the employee's 40 hours of work in a week. If call back hours worked cause the employee to exceed 40 hours physically worked in a week, the hours over 40 would be compensable at a time-and-one-half rate. Call back entitlement hours do not count towards overtime hours.

Calls received after an employee leaves work but before the employee arrives home are not considered call-backs. These are considered contiguous to the normal working shift so time spent on such calls should be recorded as normal work time in Kronos.

Employees are entitled to the two hour minimum each time they are called back to work unless the call back occurs within the first two hour call back period. For example, an employee is called back to work at 8 p.m. and works until 8:45 p.m. This would count as 0.75 hours call back worked and 1.25 hours call back entitlement. However, the employees is called back again at 9:45 p.m. and works until 10:30 p.m. Since the second call occurred within the 2-hour call back time frame of the first call, they do not start over with another two hour minimum period. They would get call back hours worked for both shifts totaling 1.5 hours worked. They would then get 0.50 hours of call back entitlement pay rather than getting 1.25 hours for each instance. If the second call back occurred more than 2 hours later, the two hour rule would start over. For example, employee is called back for a second time at 11 p.m. and works until 11:45 p.m. In this case, the employee would get 0.75 hours call back worked

and 1.25 hours call back entitlement for the first call at 8 p.m. They would then get another 0.75 hours of call back worked and 1.25 hours call back entitlement for the second call at 11 p.m. In short, there must be a break between the first two hour guaranteed time and the second call back for a new two hour guaranteed time to begin.

Any questions about call back situations should be directed to Human Resources.